

Office of the
Federal Public Defender

Districts of Colorado and Wyoming

Virginia L. Grady, Federal Public Defender
Matthew K. Belcher, First Assistant

Tracy R. Huckle, Wyoming Branch Chief
Mary V. Butters, Senior Litigator

O. Dean Sanderford, Chief, Appeals
John C. Arceci, Senior Counsel

POSITION ANNOUNCEMENT
INVESTIGATOR – DENVER, COLORADO
(Renewable One-Year Term)

The Office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a full-time, term investigator to join our Denver office. The Office of the Public Defender operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and are prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about our office.

Job Description: This is a full-time, term position for one year, and, subject to the availability of funds, renewable at the discretion of the Defender. Our investigators are collaborative partners in the defense of our clients at every stage of a case. They work with assigned attorneys on a wide variety of cases. Many cases require fast-paced, comprehensive field investigation at the front end. Field investigations include finding and interviewing witnesses, serving subpoenas, locating fact and mitigation evidence, and collecting medical, educational, court, and other records. Our investigators are trained in the use of forensic analytic software, ESI platforms, and document management systems. They draft comprehensive, written reports of their work in every case and maintain organized case files. Investigators should anticipate working outside of normal business hours and traveling both within and outside of the District of Colorado.

Requirements: Applicants must have a bachelor's degree from an accredited college or university, with at least six years of investigative criminal defense experience, and a working knowledge of criminal procedure and evidence. Experience using computer software, including analytical software, ESI platforms, Laserfiche (or other document management software), and Adobe Acrobat, and using demonstrative media tools, such as Trial Director and PowerPoint, is preferred. A strong and established work ethic, a demonstrated commitment to criminal defense, a team-oriented, professional demeanor, and a reputation for personal integrity are essential. Superior organizational skills are required. Proficiency in Spanish is useful but not required.

Applicants must be United States citizens or eligible to work in the United States. This position requires extensive driving. Applicants must have a valid driver's license, vehicle, and motor vehicle liability insurance. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check and an IRS tax check.

Salary and Benefits: This is an "Excepted Appointment" full-time position with federal benefits and salary commensurate with experience and qualifications within the range of JSP Grade 13 (\$104,038 - \$135,247) and JSP Grade 14 (\$122,941 - \$159,823). Among the many benefits are the Federal Employees Retirement System, the Thrift Savings Plan (401k), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurance.

How to Apply: Qualified individuals should submit a letter of interest, resume, and an anonymized example of an investigative or mitigation report, in .pdf format, to Veronica Knights, Personnel Administrator, at employment@cofpd.org. Subject reference should be Investigator Position – Denver.

Interviews may be conducted in person or virtually. Cost of travel must be incurred by the applicant. **No phone calls, please.**

The Federal Public Defender is an equal opportunity employer.

Cheyenne, Wyoming
214 W. Lincolnway, Suite 31A
Cheyenne, WY 82001
Phone: 307-772-2781
Fax: 307-772-2788

Denver, Colorado
633 17th Street, Suite 1000
Denver, CO 80202
Phone: 303-294-7002
Fax: 303-294-1192
www.cofpd.org

Casper, Wyoming
104 South Wolcott Street, Suite 601
Casper, WY 82601
Phone: 307-772-2781
Fax: 307-772-2788